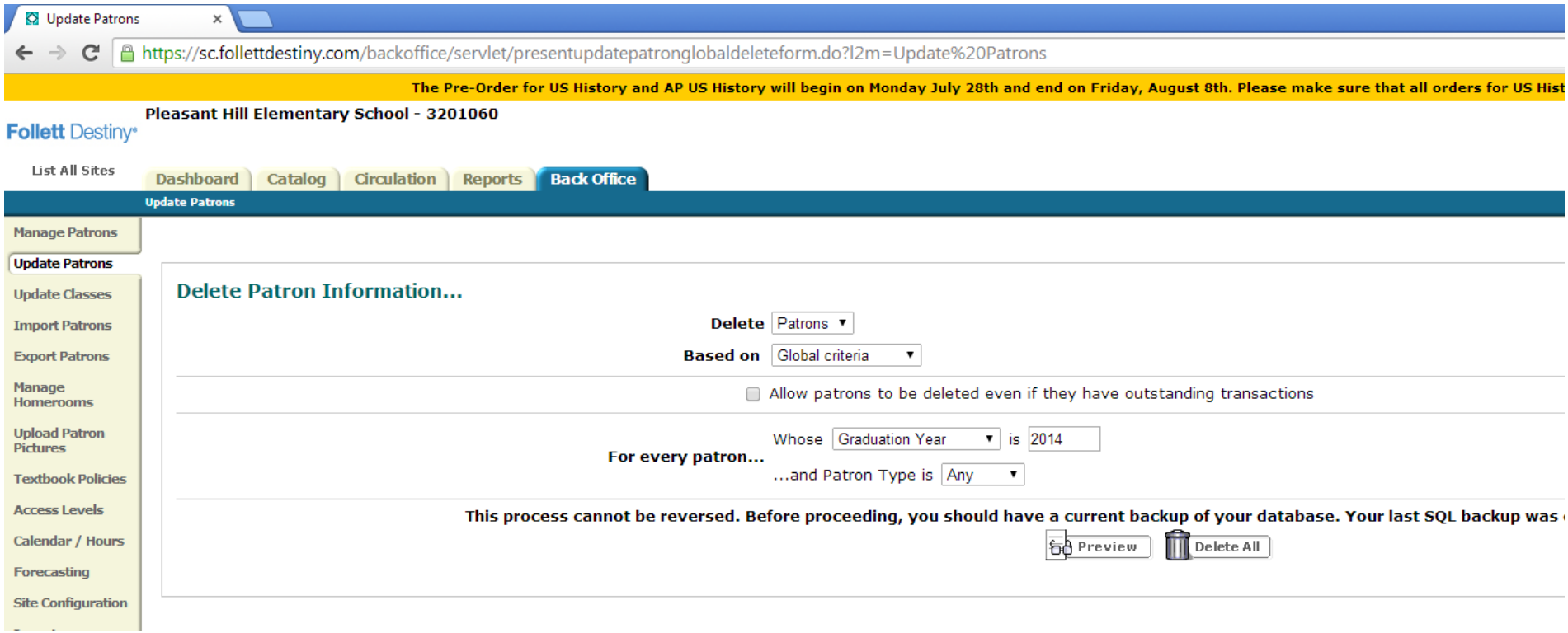
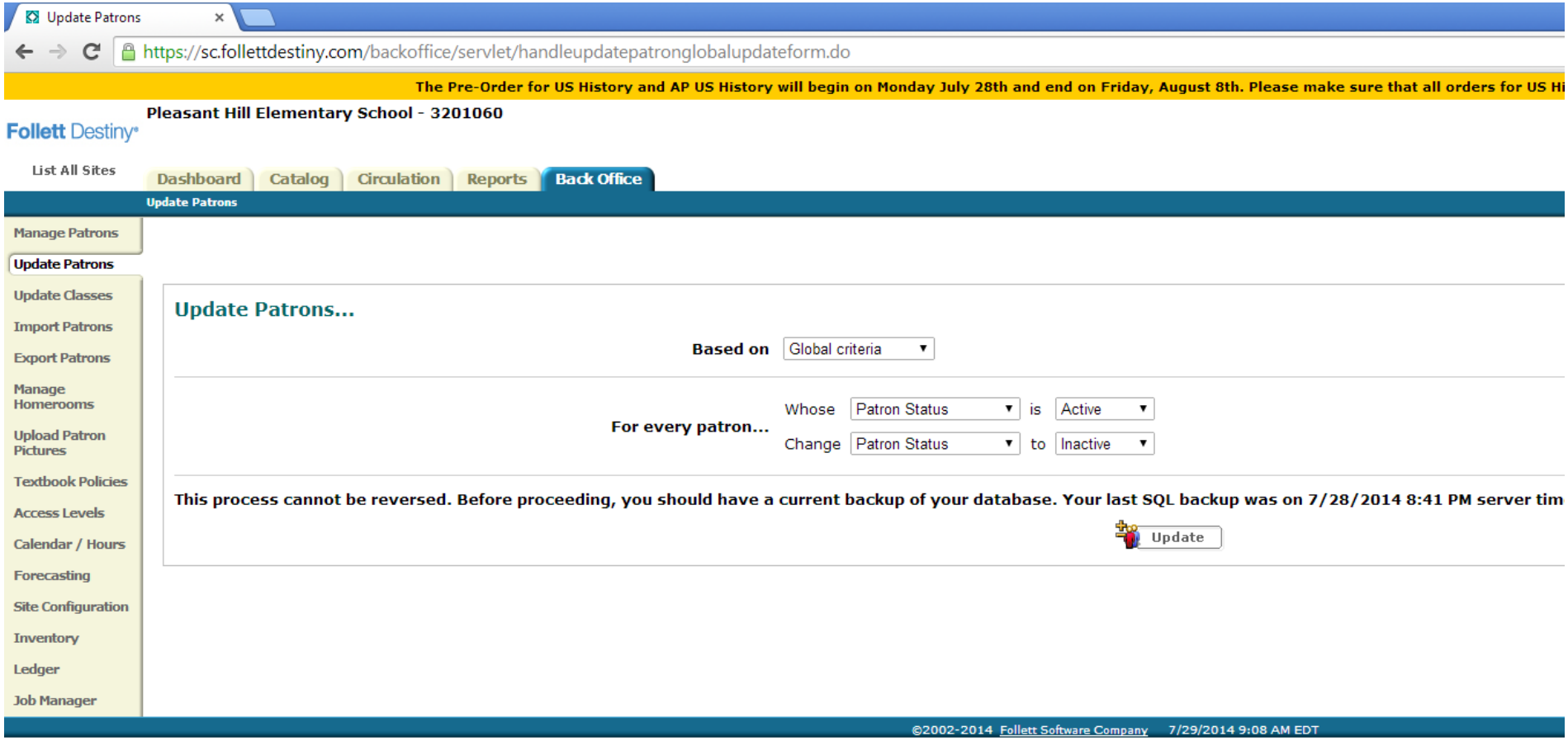
1. **HIGH SCHOOLS:** Global Delete by Graduation Year.

   Click on the BACK OFFICE TAB, UPDATE PATRONS option, and DELETE sub-tab. Make the appropriate changes and click PREVIEW. Destiny will run a report in the JOB MANAGER for you to review with an option to DELETE the patrons on the list.



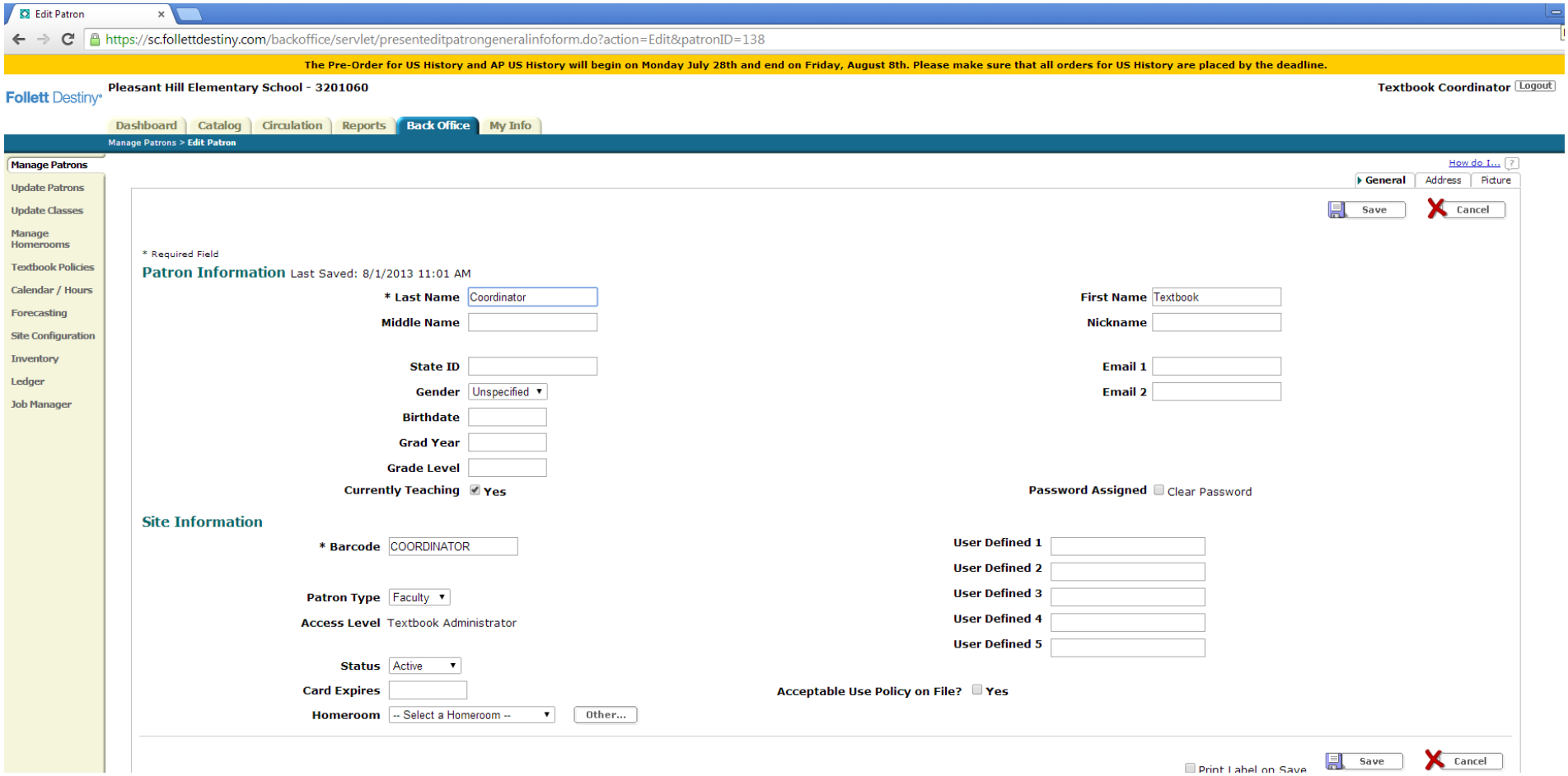
2. **ALL SCHOOLS:** Global Update to change all Patrons to Inactive.

   Click on the BACK OFFICE TAB, UPDATE PATRONS option, and UPDATE sub-tab. Make the necessary change and click UPDATE.



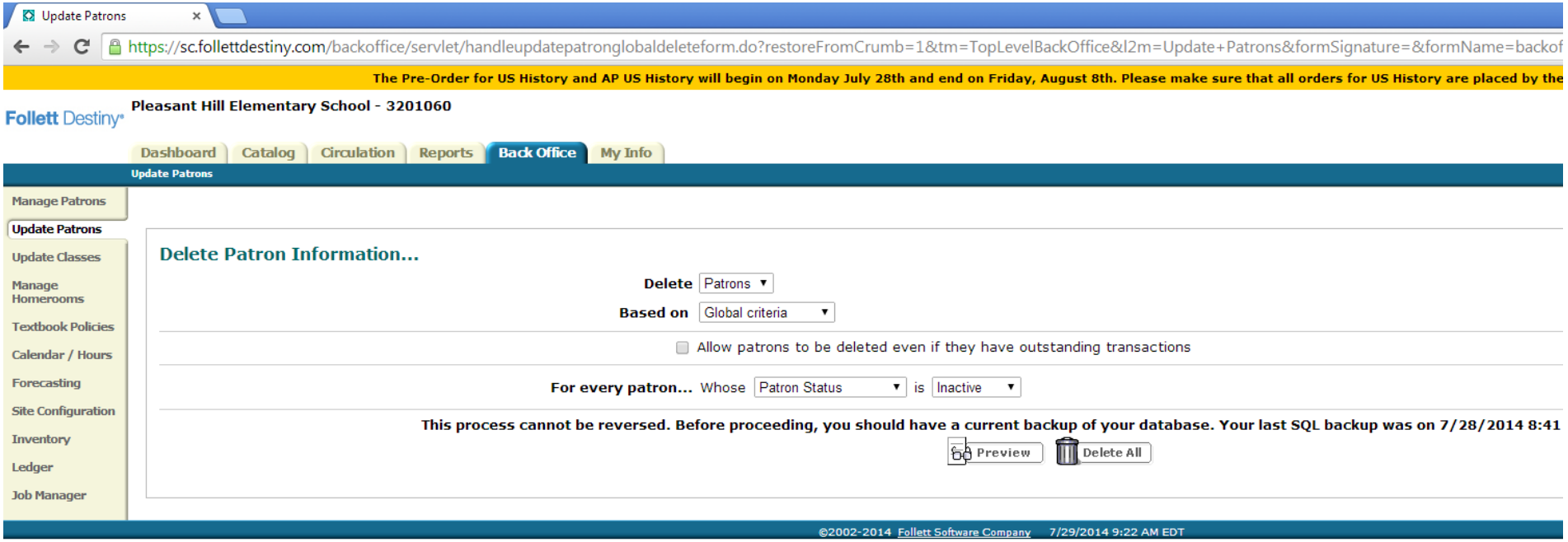
3. **ALL SCHOOLS:** Mark the Textbook Coordinator patron as Active.

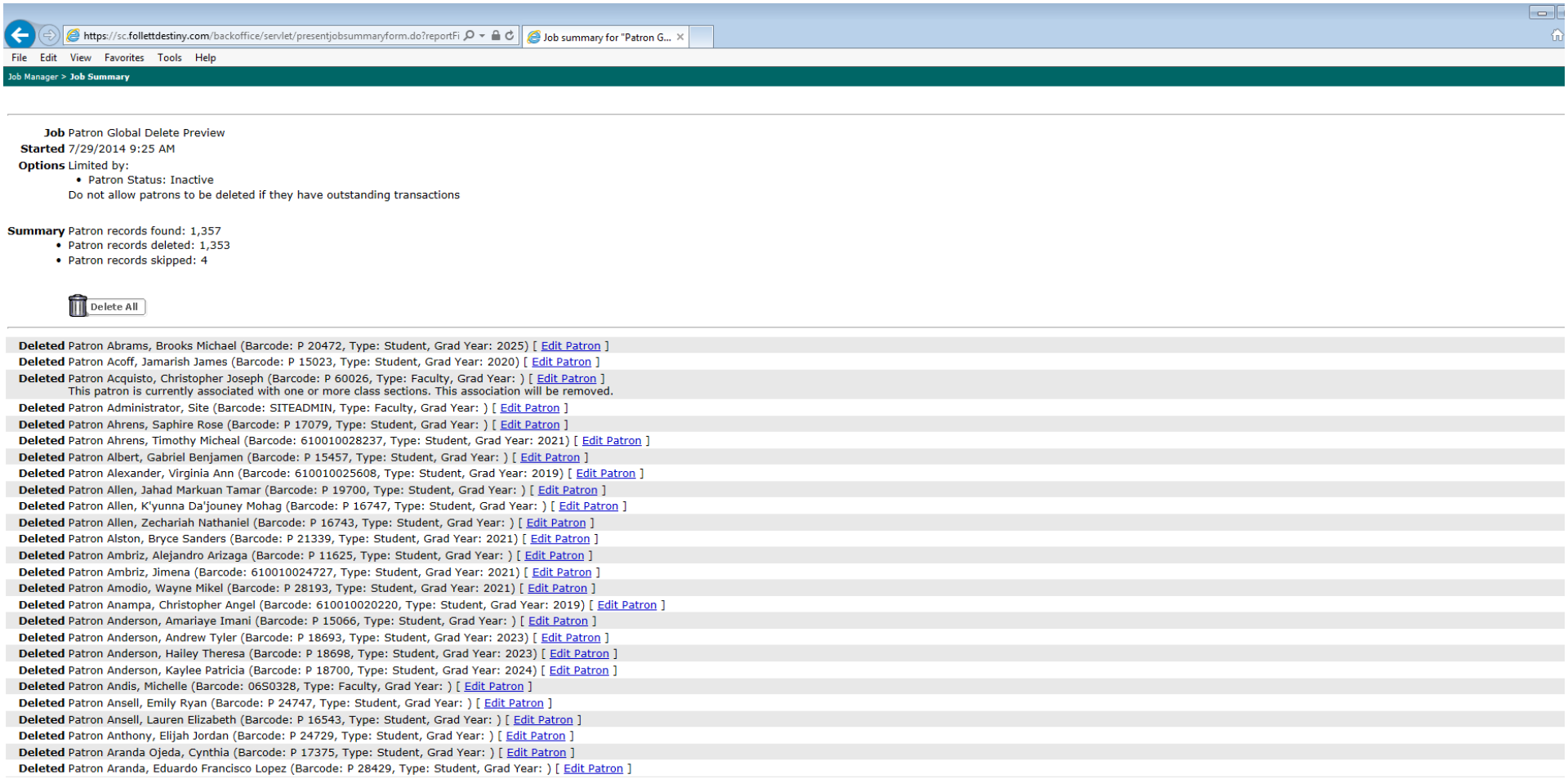
   Click on the BACK OFFICE TAB, MANAGE PATRONS option, and search for Coordinator. Click on Edit, change the Status to Active and click Save.



4. **ALL SCHOOLS:** Global Delete by Patron Status – **To Be Completed AFTER the Sync for the new school year on Sunday night.**

   Click on the BACK OFFICE TAB, UPDATE PATRONS option, and DELETE sub-tab. Make the appropriate changes and click PREVIEW. Destiny will run a report in the JOB MANAGER for you to review with an option to DELETE the patrons on the list. This list should be students/teachers no longer at the school/district.



5. **ALL SCHOOLS:** Global Delete by Patron Status – **To Be Completed AFTER the Sync for the new school year on Sunday night.**

   If the file looks right, click Delete All.